

## A Legal Documentation Checklist for New Parents...

by MAJ Arby Nelson

Based on my recent experience as a new father, here are the steps required to obtain "legal documentation" for infants born at Landstuhl Regional Medical Center (LRMC) to parents who are both US citizens:

1. Receive discharge papers from LRMC. If your child remains at LRMC for a period of time after birth, you must wait until the child's final discharge to obtain discharge papers.
2. Take the discharge papers to the Birth Registration Office at LRMC [DSN 486-6115 or Civilian 06371-86-6115], and obtain a typed AE Form 40-400B, Report of Birth.
3. Take the original typed AE Form 40-400B to the ID Card/DEERS Office in Building 3245 on Kleber Kaserne [DSN 483-7662 or Civilian 0631-411-7662] and enroll the child in DEERS. Receive and verify DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment.
4. Go to the Tricare Office in Building 3245 on Kleber [DSN 483-6358 or Civilian 0631-411-6358], and complete the Tricare Overseas Program Enrollment Application to enroll your child in Tricare.
5. Obtain four passport photos of your infant. You will need two photos for a no-fee passport and two photos for a regular tourist passport. The photo lab in Building 3266 on Kleber [DSN 483-7578 or Civilian 0631-411-7578] will make passport photos. Appointments are necessary. Photo appointments must be made using [www.vios.army.mil](http://www.vios.army.mil). Hint: the Passport Office will issue you a memo to take to the photo lab that states you are authorized official passport photos.
6. Go to the Passport Office in Building 3245 on Kleber [DSN 483-8892/7659 or Civilian 0631-411-8892/7659] and apply for a Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240), Regular Tourist Passport, and No-fee Passport. Appointments are necessary. Numerous documents are required. Call the Passport Office to ask for a specific list of required documents. Generally, the Passport Office will require the original typed AE Form 40-400B (or German certificate of descent—a.k.a. "Abstammungsurkunde"), a money order for \$150.00, both parents' passports, a certified copy of the parents' marriage certificate, and both parents must be present (or one parent must bring a special power of attorney from the absent parent).
7. Upon receipt of the child's Birth Certificate, go back to the Passport Office in Building 3245 on Kleber and apply for a Social Security Number (SSN) for the child.

*Editor's note: you will need a SSN to claim the child as a dependent on your federal income tax return. If you are expecting a big refund and do not have the SSN yet, you can file without the dependency exemption for the child and get some of your refund, then amend the return later (using Form 1040X) when you receive the SSN for the child, claim the exemption, and get the rest of your refund.*

